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Online Trip Planning and Fleet Management System

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Spartanburg Community College

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STATE DOCUMENTS

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Background

Spartanburg Community College (SCC) is a public, suburban, two-year comprehensive, open-admission institution of higher education serving the citizens of the upstate counties of Spartanburg, Cherokee and Union in South Carolina. The College employs approximately 300 full-time faculty and staff requiring fleet vehicles, full-time assigned vehicles and associated services. These vehicles are utilized by faculty and staff to attend professional organization and development conferences across the State and in the Southeast, for administration to travel to Columbia for various State business, student field trips, to support community events, and to support SCC's operations across five College campuses. Fleet vehicles are also utilized by the College's Corporate and Continuing Education staff to visit business and industry clients in the service areas.

Managing SCC's fleet and full-time assigned vehicles falls under the responsibility of the College's Physical Plant who is responsible to procure, maintain, coordinate the use of the vehicles and account for all associated costs.

Problem Statement

Spartanburg Community College has experienced significant growth since 2000 and has consequently expanded its campus locations from its original Central Campus in Spartanburg, SC. Additional campuses have been established in Duncan, SC (Tyger River Campus), Gaffney, SC (Cherokee County Campus), Union, SC (Union Advanced Technology Center), and most recently announced its planned Spartanburg Downtown Campus to be operational beginning in 2013.

Consistent with the expanded campus locations, the College has expanded its course offerings, programs, and services that have resulted in increased faculty and staff and services

required to support its operations. As faculty, staff and services have increased; the demand for operating and fleet vehicles has increased. College owned vehicles (permanently assigned and fleet motor pool vehicles) have increased to thirty six (36) (See Appendix A). These vehicles support facilities maintenance, grounds maintenance, campus safety and security, corporate and continuing education, College/campus administration, shipping, receiving, and mail services, information technology, asset/equipment management, and faculty travel demands.

The College Physical Plant provides fleet management services to include keeping vehicle inventory, procurement, maintenance, disposition, and trip scheduling and reporting. Trip scheduling and reporting includes coordinating vehicle requests and reporting usage to the respective departments and cost accounting for expense allocation.

The fleet management system to-date has been a paper based forms system and computer spreadsheets requiring the process elements outlined below:

- Receive fleet vehicle request via email or phone call
- Review daily vehicle assignment log book (See Appendix B). If vehicle is not available send non-availability notice to the requestor, via Non Availability Form (See Appendix C).
- If vehicle is available, log in requestor's name, date, and time of travel/return into the log book.
- On the date of travel, prepare vehicle utilization form (See Appendix D) and key packet and log in the gas credit card number.
- Driver signs for vehicle when picking up key packet with gas credit card
- Upon vehicle return, the key packet is checked for key, gas card, and completed vehicle utilization form
- Physical Plant updates Excel Current Mileage File with budget information (See Appendix E)
- Physical Plant updates Excel Monthly Travel Report (See Appendix F)
- Physical Plant compiles budget information in Excel Month End Budget Report (See Appendix G)
- Physical Plant generates letters to all requesting departments reflecting mileage charges for the month (See Appendix H)
- Triplicate vehicle utilization forms (accounting copy, using department copy, and Physical Plant copy) are separated
- Campus mail services delivers all budget letters to respective departments and campuses

- Physical Plant prepares Excel budget spreadsheet for next month's travel
- Physical Plant updates monthly year-to-date Vehicle Accommodation Report (See Appendix I)

The above non-automated process requires time on the part of each requestor and the Physical Plant administrative specialist as to the availability and tracking of fleet vehicles. The Physical Plant administrative specialist spends considerable time compiling and reporting the end of month financial costs to the respective using departments. Additionally, there are times when requestors do not have vehicles available for use and other fleet accommodations become necessary such as rental vehicles.

Considering the continued growth of the College and the demand to manage its facilities and operations, the demand on Physical Plant resources have increased commensurately. Consequently, there is an ongoing need to evaluate and streamline processes. The present trip planning and fleet management system has been identified by Physical Plant administrative staff as a process to be streamlined with resulting efficiency improvements allowing time for other departmental demands.

While this is a process employed by Spartanburg Community College, it is presumed the other fifteen (15) technical colleges across the state employ a similar trip planning and fleet management system. However, the method or process employed could differ and all institutions could potentially benefit from an improved solution.

Data Collection

After researching a number of secondary resources, the researcher determined there were minimal publications from which to gather relevant data. There was one nationwide survey conducted in 2005 by SchoolDude, the nation's #1 provider of on-demand operations management solutions designed exclusively for the unique needs of schools, colleges and

universities. The research was conducted in all fifty (50) US states and the District of Columbia utilizing the SurveyMonkey survey instrument. The survey resulted in 619 different education organization respondents.

Due to the limited secondary resource data, the researcher sought to better understand the breadth of usage or potential application across all the SC technical colleges requiring primary research. Surveys or interviews would be the best method to obtain this primary data. The other technical colleges were surveyed electronically to determine their process and whether their process was paper based forms or automated utilizing computers with software. The following survey or interview questions were generated and responded to by the survey participants:

- Are you and your department responsible for managing the College trip planning and fleet management system for full-time assigned and motor pool vehicles?
- If so, is the process paper based forms or is it automated by utilizing a computer with a standard software package? Check paper based forms ____ or automated with computer and packaged software ____
- If the process is paper based forms, is it consistent with the above SCC process (the above process was provided as reference)?
- If the process is automated, what software is utilized? Software Name: _____
- If software is utilized, does it address all the following features and benefits?
Check all features that apply:
 - Enables requesters to easily submit trip requests and check request status online
 - Automatically routes trip requests to approval managers
 - Automatically emails requesters as trips are approved and scheduled
 - Tracks all trip requests and schedules
 - Records trip details including requester, type, status, budget, organization, departure and arrival times, and curriculum purpose
 - Enables trip booking for single or multiple dates
 - Tracks availability and manages scheduling of vehicles
 - Includes option for automatic system generation of driver and vehicle assignments
 - Tracks all trip related costs including mileage
 - Displays scheduled trips on interactive calendar, including status, organization and driver
 - Stores trip package templates for quick creation of recurring trip schedules
 - Generates driver certification expiration notifications
 - Enables requesters to generate trip consent forms

- Allows requesters to create and save “my favorite” trips
- Generate variable reports to include budget, drivers, locations, organizations, transactions, trips, vehicles

Check all benefits that apply:

- Streamlines the trip request and approval process
- Reduces time required to manage trip schedules
- Easily and accurately indicates driver and vehicle availability for quick reference
- Automates communication and feedback with requesters for improved customer service
- Built for the web and designed specifically for educational institutions
- Simple - no software to install, maintain or upgrade
- Easy to use - only requires a web browser
- Innovative, web-based technology-receive software upgrades instantly
- Affordable - low annual fee for trip management service with no licensing limitations
- Reliable - maintained in a 24/7 secure data center, ensuring maximum system uptime

Definitions

The following are definitions that appear throughout this report.

- Passenger-Type Vehicles means any automobile, including sedans and station wagons, or vans used primarily for the transportation of the operator and no more than 15 passengers.
- Non-Passenger-Type Vehicles includes pickup trucks, dump trucks, cargo vans, and all other vehicles not included in the definition of passenger-type vehicles.
- Vehicles means any College-owned vehicle registered with the Department of Motor Vehicles that include but are not limited to sedans, station wagons, minivans, pickup trucks, sport utility vehicles, or vans used primarily for the transportation of the operator and no more than 15 passengers.
- Commuting means the use of College-owned or leased passenger-type vehicle by an employee for travel between home and office, while not in “travel status.”
- Motor Pool Fleet means passenger-type vehicles assigned to the College Physical Plant that is available for use by College personnel.

Data Analysis

In the 2005 research conducted by SchoolDude, 81% of the educational institutions surveyed enrolled less than 10,000 students which correlates positively with the 87% of the technical colleges in South Carolina enrolling less than 10,000 (See Appendix J). The SchoolDude survey reflected 273 (44.8%) of the institutions used one or more SchoolDude

products. This statistic was less than the 11 of 16 (68.8%) of SC technical colleges using SchoolDude products (See Appendix K). Most all, 15 of 16 (93.8%), of the SC technical colleges use a trip planning business system that is a mix of paper based forms and computer systems.

	Survey	
	SchoolDude	SC Technical Colleges
Educational institution size		
Less than 10,000	81%	87%
Use SchoolDude products	45%	69%
Processes		
Paper based forms	46%	94%
Paper based forms and computer	43%	
Internet based system	3%	6%
Current Tools		
Microsoft Excel	35%	
Microsoft Access	7%	
In house custom system	28%	

Of the SchoolDude survey respondents, 85% expressed the desire to use an internet-based product to make trip planning easy, communicate with all involved people, and automate the reporting and record keeping.

Implementation Plan

Implementation of the SchoolDude Trip Direct would commence by Physical Plant administration presenting to SCC's Department of Business Affairs the present state of SCC's

and the other SC technical colleges' trip planning and fleet management system. The processes predominantly employed are paper based forms and non-automated. The features and benefits of a web-based system would be presented; specifically, the SchoolDude Online Trip Planning and Fleet Management System. The features presented would include:

- Trip Tracking and Selection
 - Provide pre-defined trip packages e.g., Columbia, budgets, etc.
 - Event-triggered reporting and tracking
 - Automatically routes trip requests to approval managers
 - Categorization by budget, trip type, curriculum, organization, requester, and status
 - Enables faculty and administration to quickly and easily submit trip requests
- Manage Resources
 - Drivers qualifications
 - Vehicle assignments and history
 - Manage costs trip-wide, and system-wide
 - Automatically generates consent forms for trip events
 - Communications between transportation coordinators, trip requesters, administrators, and other departments
- Easy Search Capabilities

The above project implementation plan would be presented in April, 2011, prior to the 2011-12 fiscal year to allow for operating budget considerations. The TripDirect module of SchoolDude includes an initial investment of \$2,820.00 (TripDirect \$1,995.00 and Quick Start Training \$825.00). The cost for TripDirect annual renewal is \$1,995.00 including technical support.

Implementation of the above plan is not anticipated to incur potential obstacles as SCC already utilizes SchoolDude products, consistent with most of the other SC technical colleges. UtilityDirect is used to report utility costs to the SC Energy Office and Maintenance Direct and PM Direct is utilized by SCC as its Computerized Maintenance Management System (CMMS).

The Physical Plant administrative resources would continue to be required to implement TripDirect as with the present paper based and computerized system, but with improved

efficiencies. It would require an initial account setup adding and updating system codes such as budgets, drivers, locations, organizations, vehicles, etc. Once TripDirect is setup, it would require identifying, communicating with and training all users and defining their roles and location responsibilities. Assuming approval to acquire the TripDirect module, the training of all users would commence and be phased in beginning July, 2011 and with all users utilizing the system by January, 2012. Upon implementation of the new system, the College operating procedures would be updated reflecting the new process.

Evaluation Method

As part of the College's measurement of Institutional Effectiveness (IE), departments routinely measure its customer satisfaction by generating surveys and reporting results. In the matter of this process improvement, the Physical Plant would generate surveys to its vehicle users and accounting stakeholders to determine its effectiveness in improving the trip planning and fleet management system process. The Physical Plant administrative services would survey vehicle users on a weekly basis and with a small population of users, say 450 per year, a 35%-60% or better response rate would indicate a good to very good response rate (Farr and Timm, 1994, p.54). Accounting staff would be surveyed on a monthly basis as to the accuracy and ease of use of the vehicle and departmental cost information provided them. The Physical Plant would continue to monitor and track the vehicle accommodations and or generate SchoolDude TripDirect management reports reflecting its effectiveness.

The first year costs for TripDirect software and the initial training is \$2,820. Annual renewal of the web-based system is \$1,995. Based upon 450 trip request events per year, it is estimated Trip Planning software will result in saving one cumulative hour per event for College trip planning personnel by streamlining processes. The time savings and efficiency gains equate

to \$6,462 per year for a net savings the first year of \$3,642 and \$4,467 thereafter. With the calculated annual savings plus the opportunity for personnel to work in other productive areas this is considered a sound and economically viable project.

Summary and Recommendations

The present trip planning and fleet management systems employed by SCC and its fifteen sister colleges are primarily paper based with limited computer applications. Only one sister college respondent indicated an online computerized (automated) system. Travel is an important and integral part of the higher education process and can create a paperchase problem. Therefore, there is a tremendous opportunity to improve the management of travel and eliminate many of the paper forms and computer spreadsheets noted in the earlier process elements and displayed in the following appendices. The researcher recommends SCC create a web-based system to help transportation departments connect better and faster with trip requesters and coordinators by facilitating easy processing of the many issues associated with trip planning and fleet management. For SCC and potentially the other non-user technical colleges across SC, the SchoolDude TripDirect transportation system is a very viable solution requiring a small financial investment and with quick and easy processing and implementation.

Appendix A

SCC Vehicle Inventory November 2010

YEAR	VEHICLE	ASSIGNED TO	State Z-number	SERIAL#	TAG NUMBER	MILEAGE	MAINTENANCE COST HISTORY	MAINTENANCE SUMMARY	GENERAL CONDITION
1993	CHEVY VAN	SECURITY	Z0903668	2GCCG1SZ7P4129131	RG14535	73,481	\$7,323	Tune up	Fair
1993	FORD RANGER PICK- UP	PHY PLT TRC	Z0900059	1FTCR10A0PTA97355	RG14543	48,254	\$7,300	Routine	Fair
1993	OLDS CUTLASS STATION WAGON	SECURITY TRC	Z0900001	1G3AJ84N9P6409319	RG14541	68,766	\$2,728	Routine	Fair
1994	FORD RANGER PICK- UP	IT CCC	Z0905078	1FTCR10U6RPC11221	RG15584	44,435	\$4,156	Routine	Fair
1994	OLDS CUTLASS STATION WAGON	SECURITY CCC	Z0905007	1G3AJ85M1R6425023	RG14449	114,339	\$5,980	Routine	Fair
1995	FORD AEROSTAR VAN	PHY PLT TRC	Z0905832	1FMCA11U0SZB74176	RG15781	133,153	\$5,988	Routine	Good
1997	FORD RANGER PICK- UP	PHY PLT	Z0907953	1FTCR10U6VUD24601	RG16963	36,507	\$2,835	Routine	Good
1997	FORD TAURUS	SECURITY TRC	Z0908573	1FALP52U0WA236564	RG15980	149,085	\$7,745	Routine	Good
1997	FORD AMBULANCE	CCE	Z0914013	1FDKE30F9VHA10627	RG21878	216,694	\$82	Routine	Fair
1999	CHEVY DUMP TRUCK	FLEET	Z0908900 Z0908894	1GBJ7H1D8XJ107161	RG16442	13,197	\$3,668	Routine	Good
1999	FORD RANGER PICK- UP	GROUND'S TRC	Z0908901	1FTYR14V7XTB03302	RG16443	35,826	\$2,652	Rebuilt Transmission	Good
2000	DODGE PASSENGER VAN	FLEET	Z0909178	2B5WB25Y7YK135137	RG16188	49,225	\$2,442	Routine	Good
2001	DODGE CARAVAN	CHROKKEE CAMPUS	Z0914250	1B4G25361B156989	RG21637	47,397	\$202	Routine	Good
2002	CHEVY S10 PICK UP	BUSINESS OFFICE	Z0911383	1GCCS14W628238256	RG16512	15,780	\$217	Routine	Excellent
2002	FORD TAURUS STATION WAGON	FLEET	Z0911384	1FAFP58U72A235668	RG16513	89,351	\$4,867	Routine	Good
2004	FORD CROWN VIC	FLEET	Z0914251	2FAFP71W74X170841	RG21636	30,887	\$4,217	Replace fuel tank, exhaust	Good
2004	CHEVY ASTRO CARGO VAN	SHIPPING & REC	Z0910507	1GCDM19X04B113078	RG18896	62,613	\$2,646	windshield replaced	Good
2004	CHEVY VENTURE PASSENGER VAN	FLEET	Z0910506	1GNDU03E14D193665	RG18895	44,123	\$989	windshield replaced	Excellent
2004	CHEVROLET CARGO VAN	PHYSICAL PLANT	Z0911888	1GCGG25V341242601	RG19184	15,341		Routine	Excellent
2005	FORD TAURUS STATION WAGON	FLEET	Z0911887	1FAFP582X5A110568	RG19646	70,367	\$2,019	Routine	Excellent
2005	DODGE STRATUS	FLEET	Z0912252	1B3EL46T15N702538	RG20178	69,894	\$417	Routine	Excellent
2006	CHEVY SILVERADO	PHYSICAL PLANT (GROUND'S)	Z0912011	1GCHC24U86E189043	RG20299	32,072	\$270	Routine	Excellent
2006	FORD E150 VAN	IT	Z0912588	1FTRE14W06DA91544	RG20512	26,188		Routine	Excellent
2007	FORD RANGER PICK- UP	PHYSICAL PLANT	Z0913263	1FTYR10D37PA76556	RG21054	7,551		Routine	Excellent
2007	FORD RANGER PICK- UP	PHYSICAL PLANT	Z0913264	1FTYR10D57PA76557	RG21055	11,619	\$183	Routine	Excellent
2007	FORD RANGER PICK- UP	PHYSICAL PLANT CCC	Z0913265	1FTYR10D77PA76558	RG21054	6,372		Routine	Excellent
2007	CHEVROLET IMPALA	SECURITY	Z0913266	2G1WB55K979364261	RG21075	28,273	\$430	Routine	Excellent
2008	FORD RANGER PICK- UP	IT	Z0913065	1FTYR10D98PA63568	RG21400	9,305		Routine	Excellent
2008	CHEVROLET IMPALA	FLEET	Z0913697	2G1WB55K981258098	RG21463	39,876		Routine	Excellent
2008	FORD F-250 PICK -UP	PHY PLT	Z0913700	1FTNF20528ED92618	RG21543	6,515		Routine	Excellent
2008	FORD RANGER PICK- UP	PHY PLT	Z0913699	1FTYR10D58PA85843	RG21544	5,717		Routine	Excellent
2008	CHEVY 150 VAN	SHIP & REC	Z0913698	1GCFG154281212038	RG21623	3,974		Routine	Excellent
2009	DODGE RAM	CCE	Z0914247	3D7KR26T69G540415	RG19344	18148	\$217	windshield replaced	Excellent
2009	FORD RANGER PICK- UP	PHY PLT	Z0914101	1FTYR10D79PA43689	RG21270	1721		Routine	Excellent
2009	CHEVY IMPALA	ADMIN	Z0914732	2G1WB57K191274634	RG22063	10681		Routine	Excellent
2010	F-350 FORD DUMP	PHYSICAL PLANT (GROUND'S)	Z0914986	1FDWF3G59AEB42343	RG22281	972			Excellent

Appendix B

DAILY VEHICLE ASSIGNMENT**DAY: SUNDAY****DATE: _____**

'05 WHITE TAURUS S/W	
DRIVER'S NAME: _____ DEPARTURE TIME: _____ RETURN TIME: _____ DESTINATION: _____	CREDIT CARD # _____ CREDIT CARD SIGNED OUT TO: _____ EMPLOYEE'S SIGNATURE: _____
'05 DODGE STRATUS	
DRIVER'S NAME: _____ DEPARTURE TIME: _____ RETURN TIME: _____ DESTINATION: _____	CREDIT CARD # _____ CREDIT CARD SIGNED OUT TO: _____ EMPLOYEE'S SIGNATURE: _____
'02 WHITE TAURUS S/W	
DRIVER'S NAME: _____ DEPARTURE TIME: _____ RETURN TIME: _____ DESTINATION: _____	CREDIT CARD # _____ CREDIT CARD SIGNED OUT TO: _____ EMPLOYEE'S SIGNATURE: _____

Appendix C

NON AVAILABILITY OF COLLEGE VEHICLE

NAME: _____

DATE OF TRAVEL: _____

DESTINATION: _____

NO COLLEGE VEHICLE REASONABLY AVAILABLE ON THIS TRAVEL DATE.

PHYSICAL PLANT APPROVAL

Appendix D


**SPARTANBURG COMMUNITY COLLEGE
FLEET VEHICLE UTILIZATION**

CHARGEABLE ACCOUNT # _____ AUTOMOBILE: _____

		TIME	DATE
LEAVE	_____	_____	_____
RETURN	_____	_____	_____

DRIVER: _____ DESTINATION: _____

PURPOSE OF TRIP: _____

TRIP SPONSOR: _____ DEPT. _____ *SPD _____ STUDENT SERVICES _____ ADMINISTRATION _____

OTHER (Please Specify) _____

GRANTS RELATED TRAVEL (Please Specify) _____

BEGINNING MILEAGE: _____ ENDING MILEAGE: _____ MILES TRAVELED: _____

MECHANICAL PROBLEM(S) DETECTED: _____

THIS FORM MUST BE COMPLETED AND RETURNED TO THE AUXILIARY SERVICES OFFICE ALONG WITH THE VEHICLE KEYS, ANY CREDIT CARD(S) AND ANY GAS RECEIPTS.

PLEASE PUT VEHICLE TAG NUMBER ON ALL GAS RECEIPTS.

Appendix E

Current Mileage

November 2010

YEAR	VEHICLE / DEPT		MILEAGE
1993	CHEVY VAN BLUE	PHYSICAL PLANT	73,537
1993	FORD RANGER PICK-UP	PHYSICAL PLANT	48,477
1993	OLDS CUTLASS S/W	SECURITY	68,806
1994	FORD RANGER PICK UP	IT	44,843
1994	OLDS CUTLASS	SECURITY (CCC)	114,799
1995	FORD AEROSTAR	PHYSICAL PLANT	133,487
1997	FORD AMBULANCE	CCE	216,694
1997	FORD RANGER PICK-UP	PHYSICAL PLANT	36,866
1997	FORD TAURUS (BLUE)	BMW CENTER	150,341
1999	CHEVY DUMP TRUCK	FLEET	13,528
1999	FORD RANGER PICK-UP	PHYSICAL PLANT	36,199
2000	00 WHITE DODGE VAN	FLEET	50,096
2001	01' DODGE CARAVAN	CHEROKEE COUNTY CAMPUS	48,646
2002	CHEVY S10 PICK-UP	ASSET MANAGEMENT	15,917
2002	02' WHITE FORD	FLEET	90,684
2004	04' FORD CROWN	FLEET	32,780
2004	MAIL VAN	SHIPPING & RECEIVING (MAIL)	66,222
2004	CHEVY VENTURE VAN	FLEET	44,653
2005	05' WHITE TAURUS	FLEET	72,624.0
2004	04' CHEVY CARGO VAN	PHYSICAL PLANT	15,689
2005	05' WHITE DODGE	FLEET	73,121
2006	06' CHEVROLET	PHYSICAL PLANT	32,650
2006	06' FORD CARGO VAN	IT	26,432
2007	07' FORD RANGER	PHYSICAL PLANT	7,893
2007	07' FORD RANGER	PHYSICAL PLANT	12,555
2007	07' FORD RANGER	PHYSICAL PLANT	6,591
2007	07' CHEVROLET	SECURITY	28,697
2008	08' FORD F-250 TRUCK	PHYSICAL PLANT	6,771
2008	08' FORD RANGER	PHYSICAL PLANT	6,114
2008	08' FORD RANGER	IT	9,868
2008	08' CHEVROLET	FLEET	44,481
2008	08' CHEVROLET VAN	SHIPPING&RECEIVING (MAIL)	4,297
2009	09' DODGE RAM TRUCK	CCE	19,557
2009	09' FORD RANGER	PHYSICAL PLANT	2,286
2009	09' CHEVROLET IMPALA	PRESIDENT	12,173
2010	FORD DUMP TRUCK	PHYSICAL PLANT (MAINTENANCE)	1,373

Appendix F

Monthly Travel Report
November 2010

	A	B	C	D	E	F	G	H
2	DEPARTMENT	ACCOUNT NUMBER					Total Miles	\$0.500
3	Horticulture Services	102010601538000	110	78			188	\$94.00
4	Computer & Informational Science	102110101538000	44				44	\$22.00
5	Culinary Arts	102120503538000					0	\$0.00
6	Electronics Engineering Technology	102150303538000					0	\$0.00
7	Automated Manufacturing Technology	102150603538000					0	\$0.00
8	Early Childhood Development	102200201538000	240				240	
9	Ford Asset	102309900053800	341	380	67		788	\$394.00
10	Industrial Electronics	102470105538000					0	
11	Heating, Air Conditioning, & Refrig	102470201538000	291	279			570	\$285.00
12	Sign Language Interpreter	102510205538000	204	203			407	\$203.50
13	Business Administration & Management	102520201538000					0	\$0.00
14	Administrative Assistant/secretial	102520401538000	56	55	67		178	\$89.00
15	IBT Office Operations	102600100538000					0	\$0.00
16	Occupational Upgrade	102620100538000	67				67	\$33.50
17	Radiation Therapy	102620300538000					0	\$0.00
18	Industrial Training	102640100538000	32	1101	68		1201	\$600.50
19	Community Interest	102800100538000	67				67	\$33.50
20	Library Operations	103110000538000	65				65	\$32.50
21	Recruiting	104371000538000	142				142	\$71.00
22	Admissions	104371010538000	9				9	\$4.50
23	Counselling	104380000538000	186				186	\$93.00
24	Advisement Center	104380010538000	61				61	\$30.50
25	Financial Aid	104385000538000	213	504	529		1246	\$623.00
26	BMW	105410014538000	223				223	\$111.50
27	Tyger River	105410018538000	117	153			270	\$135.00
28	Cherokee Campus	105410019538000	123				123	\$61.50
29	Housekeeping	105410030538000	69	72	24	23	188	\$94.00
30	Yards & Grounds	105410040538000	432	296			728	\$364.00
31	Equipment & Supply Control	105415000538000	223				223	\$111.50
32	Shipping/Receiving	105415010538000	1925	64	206		2195	\$1,097.50
33	Public Safety	105480000538000	295	1	524	36	856	\$428.00
34	Executive Administration	106510000538000	637				637	\$318.50
35	Information Technology	106523020538000	33	62	213	75	383	\$191.50
36	Purchasing	106525000538000	609				609	\$304.50
37	Motor Vechicle	106589000538000	19	6			25	\$12.50
38	SCTEA	106581020538000	183				183	\$91.50
39	TOTAL		7016	3254	1698	134	12,102	\$5,931.00
40								
41		Total	12,102					

Appendix G

Month End Travel Report

November 2010

DEPARTMENT	ACCOUNT NUMBER	MONTHLY MILE USAGE	AMOUNT
Horticulture Services	102010601538000	188 \$	94.00
Computer & Informational Science	102110101538000	44 \$	22.00
Culinary Arts	102120503538000	- \$	-
Electronics Engineering Technology	102150303538000	- \$	-
Automated Manufacturing Technology	102150603538000	- \$	-
Early Childhood Development	102200201538000	240 \$	120.00
Biology	102260101538000	- \$	-
Mathematics	102270101538000	- \$	-
Ford Asset	102309900053800	788 \$	394.00
Industrial Electronics	10247010553800	- \$	-
Heating, Air Conditioning, & Refrig	102470201538000	570 \$	285.00
Sign Language Interpreter	102510205538000	407 \$	203.50
Business Administration & Management	102520201538000	- \$	-
???	102520501538000	332 \$	166.00
Administrative Assistant/secretial	102520401538000	178 \$	89.00
IBT Office Operations	102600100538000	- \$	-
Occupational Upgrade	102620100538000	67 \$	33.50
Radiation Therapy	102620300538000	- \$	-
Industrial Training	102640100538000	1,201 \$	600.50
Community Interest	102800100538000	67 \$	33.50
Professional Development	102820100538000	- \$	-
Distant Learning	103201040538000	- \$	-
Library Operations	103110000538000	65 \$	32.50
Dean Of Health Science	103401000538000	- \$	-
Dean Of Instruction	103400200538000	- \$	-
VP Academics Dept	103405000538000	- \$	-
Cherokee Campus Director	103405060538000	523 \$	261.50
Learning Resource Division	103405080538000	- \$	-
VP Continuing Ed.	103420100538000	- \$	-
CETL-Instructional Development	103600100538000	- \$	-
Recruiting	104371000538000	142 \$	71.00
Admissions	104371010538000	9 \$	4.50
VP Student Affairs Dept	104372000538000	- \$	-
Student Activities	10437510053800	- \$	-
Counseling	104380000538000	186 \$	93.00
Advisement Center	104380010538000	61 \$	30.50
Placement Services	104380200538000	- \$	-
Financial Aid	104385000538000	1,246 \$	623.00
Physical Plant	105410000538000	1,790 \$	895.00
BMW	105410014538000	223 \$	111.50
Tyger River	105410018538000	270 \$	135.00
Cherokee Campus	105410019538000	123 \$	61.50
Housekeeping	105410030538000	282 \$	141.00
Yards & Grounds	105410040538000	728 \$	364.00
Equipment & Supply Control	105415000538000	223 \$	111.50
Shipping/Receiving	105415010538000	2,195 \$	1,097.50
Public Safety	105480000538000	1,027 \$	513.50
Executive Administration	106510000538000	637 \$	318.50
Foundation	106510020538000	- \$	-
Executive Assistant	106512700538000	- \$	-
Datatel	106523010538000	- \$	-
Information Technology	106523020538000	1,439 \$	719.50
Human Resources	106524000538000	- \$	-
Purchasing	106525000538000	609 \$	304.50
VP For Business Affairs	106530010538000	- \$	-
Coordinator of Grants	106556000538000	- \$	-
Motor Vehicles	106589000538000	25 \$	12.50
SACS Accreditation	106581010538000	- \$	-
SCTEA	106581020538000	183 \$	91.50
Bookstore Operations	108611000538000	- \$	-
ActiveAdmission Project	519052043538000	- \$	-
		16,068 \$	8,034.00

Appendix H

Department End of Month Mileage Letter

TO:
SUBJECT: FLEET VEHICLE UTILIZATION

FROM: PHYSICAL PLANT

November 1, 2010

FLEET VEHICLE UTILIZATION MILES HAVE CHARGED TO THE FOLLOWING
ACCOUNT AT **.505** CENTS PER MILE.

CHARGEABLE ACCOUNT
106581020

AMOUNT
\$91.50

ADMINISTRATIVE ASSISTANT II
SCC PHYSICAL PLANT

Appendix I

VEHICLE ACCOMODATION REPORT 2010-11

<i>Month Requested</i>	<i># of Fleet Vehicles</i>	<i># Requests</i>	<i>Request(s) Not- Available</i>	<i>Requests Available</i>	<i>% Accommodated</i>
July-10	7	31	0	31	100%
August-10	7	29	0	29	100%
September-10	7	39	0	39	100%
October-10	7	40	0	40	100%
November-10	7	43	0	43	100%
December-10	7	15	0	15	100%
January-11	7				#DIV/0!
February-11	7				#DIV/0!
March-11	7				#DIV/0!
Apr-11	7				#DIV/0!
May-11	7				#DIV/0!
Jun-11	7				#DIV/0!
Fiscal Year to Date		197	0	197	100%

* Added Crown Vic July 2010

Appendix J



ANNUAL UNDUPLICATED HEADCOUNT AND FTE: 2008-2009 AND 2009-2010

Technical College	2008-2009		2009-2010		Percent Change	
	Headcount	FTE	Headcount	FTE	Headcount	FTE
Aiken	4,113	2,250	4,550	2,542	11%	13%
Central Carolina	4,873	2,278	6,055	2,994	24%	31%
Denmark	2,830	1,321	1,837	1,174	-35%	-11%
Florence Darlington	6,346	3,662	7,447	4,555	17%	24%
Greenville	20,219	10,386	21,200	11,503	5%	11%
Horry Georgetown	8,712	4,623	10,151	5,628	17%	22%
Midlands	16,490	8,520	17,440	9,306	6%	9%
Northeastern	1,466	780	1,586	900	8%	15%
Orangeburg Calhoun	4,075	2,142	4,350	2,438	7%	14%
Piedmont	7,587	4,007	8,143	4,597	7%	15%
Spartanburg	6,990	3,776	8,293	4,618	19%	22%
T. C. L.	3,153	1,553	3,805	1,971	21%	27%
Tri-County	8,074	4,666	9,213	5,632	14%	21%
Trident	18,782	9,679	21,620	11,577	15%	20%
Williamsburg	1,032	506	1,160	629	12%	24%
York	7,774	3,915	8,858	4,697	14%	20%
Technical College System Total	122,516	64,064	135,708	74,761	11%	17%

Source: EDSS-ST-ANN108

30-Aug-10

Appendix K

	SchoolDude Products Users			
	TripDirect	Utility Direct	Maintenance Direct	PM Direct
<i>SC Technical Colleges</i>				
Aiken TC	No	No	Yes	No
Central Carolina TC	No	Yes	No	No
Denmark TC	No	No	No	No
Florence-Darlington TC	No	No	Yes	Yes
Greenville TC	No	Yes	Yes	Yes
Horry-Georgetown TC	No	Yes	No	No
Midlands TC	No	No	Yes	No
Northeastern TC	No	No	Yes	No
Orangeburg-Calhoun TC	No	No	No	No
Piedmont TC	No	Yes	Yes	Yes
Spartanburg CC	No	Yes	Yes	Yes
TC of the Lowcountry	No	No	No	No
Tri-County TC	Yes	Yes	Yes	No
Trident TC	No	No	No	No
Williamsburg TC	No	No	No	No
York TC	No	Yes	Yes	Yes

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- Farr, R., Timm, P. (1994). *Business research: an informal guide*. Boston: Thomson.
- Flanigan, E., Scott, J. (1995). *Process improvement enhancing your organization's effectiveness*. Boston: Thomson.
- SchoolDude TripDirect Online Trip Planning and Management System (2010). Retrieved October 22, 2010 from http://www.schooldude.com/wp-content/uploads/TD_Datasheet.pdf